Managers
Managers

Distribution
Chief Human Resource Officer
HRMS Timekeeper

Ownership
The Chief Human Resource Officer is responsible for ensuring that this document is necessary, reflects actual practice, and supports University policy.

Section Objectives
At the end of this section, you should be able to:
  • Assist managers in SSTL.
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Managers may *create a timecard* for an employee. (Refer to Chapter 7, Best Business Practice.)

Managers may *enter time in an employee’s timecard* that is in “Working” status.

Managers *cannot change a submitted timecard*, but must reject it back to the employee.

Managers may *correct an employee’s timecard* after the status has been changed to REJECTED.

Managers review the timecard entries for accuracy, *as well as* to determine whether the employee has submitted sufficient hours for each week in the pay period.

**Managers are required to approve timecards.**

- Managers can approve/reject timecards after the payroll deadline.
**Login To Self Service**

You can login to Self Service from the Human Resources home page OR from the Integrated System home page. Instructions to login to each site follow:

- 1. Using your web browser, navigate to www.hr.virginia.edu
- 2. Click on the SSTL link
- 3. Username: Enter your computing ID without @virginia.edu
- 4. Password: Enter the password you've created OR Click the TIP for a system generated reset password, if you don't remember your password.

First time password standard: The generic standard password for first time users is: The word payslip followed immediately (lowercase) with the first letter of your birthday month, followed immediately by the last digit of your social security number. (Example: I am a new employee, born in the month of June, and the last digit of my social security number is 3. My generic password is: payslipj3)

**Uncommon Excellence**

Just as undergraduates at UVA look back on their time here as one of learning, growth, and change, so should our staff. A career at the University stands out for its uncommon excellence.

OR
1. Using your web browser, navigate to www.virginia.edu/integratedsystem

2. Click on the Launch Finance/HR And Self/Service button.

3. Username: Enter your computing ID without @virginia.edu

4. Password: Enter the password you’ve created OR Click the TIP for a system generated reset password, if you don’t remember your password.

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Review, Approve/Reject Timecard Using Self Service

Login to Self Service

- The Worklist contains notifications that require your approval. Click on the link to review the timecard entries.

IF you do not see a notification that you had expected to see in the Worklist, press the [Full List] button to view additional notifications. The Worklist View should be: Open Notifications. If it is not defaulted to Open Notification, change the view by clicking on the arrow, and press the [Go] button.

- Verify that the payroll dates are correct.
- Scroll through the timecard to view the entries for each day, as well as for each week. For non-exempt employees, determine whether the required hours have been met for each week in the pay period. (The timecard does not total by the week, so this is a manual calculation.)
- For exempt employees, you will only verify the leave hours taken. Hours worked are not recorded.
Monday, April 11, 2011

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Tuesday, April 12, 2011

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Press [Approve] or [Reject]
Review, Approve/Reject Timecard from E-mail Notification

Managers must have a registered e-mail account @virginia.edu

The notification e-mail subject line is: Action Required: Timecard (DD-MON-YY to DD-MON-YY) for employee (employee’s name) requires Approval. The e-mail contains the employee’s timecard.

When you open the e-mail, you will see the timecard details for the entire pay period, as well as daily entry details. **Verify that the timecard is for the correct pay period.**

For non-exempt employees, scroll through the timecard to view the entries for each day, as well as for each week. **Verify that the required hours have been met for each week in the pay period.** (The timecard does not total by the week, so this is a manual calculation.) Salaried non-exempt employees are required to account for a certain number of hours each week in the SSTL bi-weekly pay period. **An employee cannot work less than the required hours in one week, and then make up the hours in the next week.**

**EXAMPLE:**

If the employee is full-time, he/she is required to report time worked and leave taken that will total to 40 hours for each week in the pay period.

If the employee is a 20-hr week employee, he/she is required to report time worked and leave taken that will total 20 hours for each week in the pay period.

**IF THE EMPLOYEE DOES NOT REPORT THE REQUIRED HOURS FOR EACH WEEK,** leave (annul or university leave) will be charged for the missing hours in week that is short hours. If the employee does not have appropriate leave to charge, he/she will be docked.

- The hours an employee is required to work (or account for, hours worked plus leave taken) are defined in the HRMS Assignment record. The standard work week is Monday, 12:00 a.m. and goes through Sunday, 11:59 p.m.

**For exempt employees,** you will only verify the leave hours taken. Hours worked are not recorded.
Below are examples of the views of the timecard from the E-Mail Notification.

First, you will see the timecard for the entire pay period:

Next, you will see the daily timecard entries in the timecard: Notice the two columns: Previous Submitted Entry and Current Submitted Entry. If you reject a timecard, you will see the changes in the timecard that has been re-submitted to you.

After you have reviewed the timecard entries, press the APPROVE OR REJECT link
  - DO NOT change the e-mail subject line.
  - DO NOT ENTER ANY TEXT in the e-mail notification. (Text in the notification will create a workflow error.)

A new e-mail window will open.
  - Press the [Send] button.
If a new e-mail window does not open after you have selected Approve or Reject, the action will fail. No notification is sent, and the timecard is neither approved nor rejected. Either contact your LSP to re-configure your e-mail to use HTML or use Self Service to complete the action.

The Manager should contact the employee by phone to alert the employee that the timecard has been rejected.
E-mail Approve/Reject Problem Solving

If you are having problems approving or rejecting timecards using your e-mail, the information below may be of help in having those problems resolved. Keep in mind that Self Service is always available and you will definitely find the timecards that need your approval in your worklist.

If you are using desktop Outlook, check your settings for HTML vs Rich Text.

There are 2 methods:

1. Go to Tools, Options, Mail Format tab, in the drop down menu under Message Format select HTML. OR

2. With the email open, on the Format menu, select HTML instead of Text

You can also try using webmail. In the email, if you are not able to click on the “approve” or “reject” link in the email, then you may not be using one of the supported mail clients. Email software like Eudora, Thunderbird, Mulberry, and some mobile devices often don't work for these approvals, due to the HTML settings. The link needs to create a reply email that looks like this:

```
Result: 'Approve'
Note: "
NID[2325924/15054083794712081015390338424855905946@WFMAIL]

Press [Send]. Do not modify the subject line in the e-mail and do not add any text to the body of the e-mail. Do not add copy (CC) anyone on the e-mail.

NOTE: Self-service always works for timecard approvals (no settings to worry about). You'll see all open timecards in a list at the top of the page – press the [Full List] button to see everything. You'll just click the subject line for each timecard and approve them in there. Everything you see in the list in Self-Service is still awaiting approval. Once you submit the approval, either online or in email, it will disappear from the Worklist in Self-Service.
Enter Time for an Employee

Managers can enter time for an employee, using Manager Self Service.

1. Select the Time Entry link.

2. Find the employee. Press the Action icon.

3. Press [Create Timecard]

4. Verify that the date is for the current pay period. If you are entering an employee’s time on the Monday deadline date, press the arrow (right side of the date) to change to the pay period that ended at 11:59 pm Sunday night. (NOTE: The timecard always defaults to the current pay period. However, Monday after the pay period ended at 11:59 Sunday night defaults to the next pay period.)
5. Select the Assign/Mgr
6. Enter the employee hours as appropriate for a non-exempt or exempt employee
7. After all entries have been made, [Save] the timecard.
   - It is not necessary for the manager to [Submit] the timecard. The [Submit] button is available, but if the manager submits the timecard, he/she must then approve the timecard he/she has created. A process is run after the 5 pm Monday deadline that captures all timecards created or updated by the manager. Those timecards are brought directly into payroll; the status will then change to Approved.
   - NOTE: If a Manager enters the time for the entire pay period on an ad hoc basis, a note should be entered in the Comment field on the timecard. No other documentation is required. (Example: The employee is on vacation, and suddenly remembers that the timecard is due. The Manager creates the timecard for the employee and adds a comment in the timecard Comment field that the entries are made on behalf of the employee or per employee’s request.)

NOTE: If a Manager regularly enters an employee’s time in SSTL, a UVA Time Management form (paper timesheet) must be submitted to the Timekeeper and retained for auditing purposes.

The employee should review the timecard, post-payroll, for accuracy.
Complete a Timecard for an Employee

Managers can complete the time entries for an employee whose timecard is in Working status.

1. Login to the Integrated System
2. Select UVA Manager Self-Service
3. Select the Time Entry link


5. Press the [Update] icon.

6. After all entries have been made, [Save] the timecard.

If a Manager completes the timecard for the employee, a note should be included in the Comment field to indicate he/she completed the timecard. (Example: Employee has saved timecard, but calls in sick on Friday. The Manager enters the sick day, noting in the Comment field that he/she changed/added the day per employee request.) No other documentation is required.
Unapproved Timecards

Employees will be paid whether or not the manager has approved the timecard. **However, the timecard must be approved, even after the payroll has processed.**

- The timecard can be approved from the e-mail notification if the e-mail has not been discarded.
- The timecard can be approved in Self Service.

**IF you do not see a notification that you had expected to see in the Worklist, press the [Full List] button to view additional notifications.**

### Unapproved Timecards Notifications

System-generated reminder emails will be sent to Manager on the following schedule:

- 2 days after pay period end, reminder email notification sent to employee’s manager. The manager can approve the timecard within this email.
- 5 days after pay period end, 2nd reminder email notification sent to employee’s manager. The manager can approve the timecard within this email.
- 15 days after pay period end, final reminder email notification sent to employee’s manager from which they can approve the timecard, and email notification sent to manager’s manager.
- 29 days after pay period end, email notification sent to Dean/VP.
- 36 days after pay period end, email notification sent to Executive VP and University Audit.

**Note:** *70 days after the pay period end date, the electronic timecard is moved to “Closed” status, and a paper timecard must then be completed and approved.*
Rejected Timecards (after payroll has processed)

If payroll has processed, and the manager had not approved/rejected the timecard, the timecard still requires an action from the manager.

A manager can REJECT a timecard after payroll has processed. However, no further action can be taken in the system. The correction must be made, using the UVA Time Management form. (Refer to Chapter 7, Best Business Practice.) The Timekeeper will fax the signed and approved form to the appropriate Central HR office(s) for a retro-correction.
Manager Supervises a Wage Employee/Multiple Assignments

- If the Manager supervises a wage (hourly) employee who has multiple assignments, the Manager will receive the notification for the assignment which he/she manages. Each Manager will either approve/reject the timecard sent in the notification, based on the information for the assignment that he/she manages.

- If any one Manager rejects the timecard, the entire timecard (all assignments) is then in ‘rejected’ status, even though the other Managers may have submitted approvals. (The timecard for multiple assignments is one timecard in SSTL; therefore, it is uniformly approved, or one rejection will cause it to uniformly fail – as ‘rejected’.) When the timecard is re-submitted, each manager will need to once again approve/reject the timecard for the assignment that he/she manages.
**Vacation Rule**

**Vacation Rules can only be set up by the manager.** Timekeepers cannot access the system to create a vacation rule for a manager.

Vacation Rules help Managers plan for times when they will be temporarily out of the office. Creating a vacation rule transfers the ownership of the notification to another employee who has the knowledge and authority to approve the employee’s timecard. The Vacation Rule does not change the supervisor (manager) in the HRMS Assignment record.

A Vacation Rule must be applied for all employees supervised by the Manager. The notifications for all employees will be re-routed to the new designee.

It is possible for an employee to be designated to receive notifications for a manager that also includes his/her own timecard approval. In this case, the employee can proceed with the approvals including his/her own approval. However, when an employee is designated to approve his/her own timecard, a printed copy of the timecard should be given to the Manager to review and keep on file for audit purposes.

**Create a Vacation Rule**

Login Self Service.
- Click on UVA Manager Self-Service to expand the menu
- Press the [Full List] button in the Worklist region of the Oracle Applications Home Page

- Press the [Vacation Rules] link
• Press the [Create Rule] button

• Item Type: Select UVA Timecard Approval Workflow

• Press the [Next] button
• Notification defaults to ALL – Do not change
• Press the [Next] button
• Enter the Start Date (Use the calendar)
• Enter the End Date (Use the calendar) OR leave blank with no end date.
• Message: Enter a brief reason for the transfer
• Transfer defaults to: All Employees and Users – Do not change
• Click on the flashlight icon
• Type the last name of the designated approver and select [Go]
• Select the employee from the list of values to whom you wish to transfer notifications.
• Press the [Select] button

![Oracle E-Business Suite Screen]

• Press the [Apply] button.

**Update or Delete a Vacation Rule**

Login Self Service.

• Press the [Full List] button in the Worklist region of the Oracle Applications Home Page
• Press the [Vacation Rules] link
• Select the appropriate icon [Update] or [Delete]

![Vacation Rules Table]

Note: If a vacation rule is future dated, the status is Inactive until the date corresponds to the date as defined in the rule.